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MEMORANDUM FOR:

Deputy Director for Operations
Deputy Director for Science & Technology

General Counsel Legislative Counsel Inspector General

Comptroller

Director, Equal Employment Opportunity

Administrative Officer, DCI

FROM:

Michael J. Malanick

Acting Deputy Director for Administration

SUBJECT:

Reducing Daily Operating Costs

REFERENCE:

Memo dated 19 November 1976 to Deputy Directors and Heads of Independent Offices

from DDA, Same Subject (DDA 76-5788)

The semiannual report on the Agency program for fighting inflation and reducing daily operating costs is scheduled for submission to the Director in November 1977. This report, covering the last 6 months of FY 1977 -- 1 April through 30 September 1977 -- should be submitted in accordance with instructions in the referent memorandum. Please forward your report to the Management and Assessment Staff, DDA, no later than 31 October 1977.

> /s/ Michael J. Malanick Michael J. Malanick

Attachment: Reference